



TRAINING NEWSLETTER

August 2006

PDS WELCOMES THE MEYVN GROUP

This August we are pleased to welcome a new training provider to the PDS team, The Meyvn Group! The Meyvn Group is led by two individuals, Melynda Prince and Tamera Rogers. The Meyvn Group has expansive experience in training and development, human resources, and organizational change initiatives. They have worked with a large number of organizations, including City of Ames, Iowa State University, and Pioneer Hi-Bred.

Tamera Rogers will be facilitating a fun, innovative course, Creative Thinking & Problem Solving on August 29th. Tamera is an instructional designer with 22 years of experience. She has designed more than 50 training programs and designed companion training materials for best-selling business books including 1001 Ways to Reward Employees, Love and Profit and Leadership, and the Customer Revolution!

Excerpt from the Creative Thinking workshop: Creativity Myths

- Myth 1: Creativity Comes From Creative Types
- Myth 2: Money is a Creative Motivator
- Myth 3: Time Pressure Fuels Creativity
- Myth 4: Fear Forces Breakthroughs
- Myth 5: Competition Beats Collaboration

Sign up today to learn the facts associated with these myths and how to apply creative thinking processes to your work problems and issues!

Creative Thinking & Problem Solving

Tuesday, August 29th
8:30 am – 4:30 pm

Melynda Prince will be facilitating an excellent new course, Building Departmental Communities: Managing Diversity at Work (SC 241) on August 22nd. Melynda has specialized in Training and Development for 21 years and has designed more than 100 courses on topics as diverse as Leadership, Sales and the Human Side of Six Sigma!

Building Departmental Communities: Managing Diversity at Work

Tuesday, August 22nd
8:30am – 4:30pm
Hoover Building, Level A
Conference Room 5

Diversity is about creating an environment where everyone feels included and is able to contribute to his or her fullest potential.

Today, the concept of diversity focuses on a broader set of qualities than just race and gender. It also includes the many factors that make each and every one of us unique, which may include sexual orientation, generational differences, and physical abilities or qualities.

This NEW workshop takes diversity to a new level where participants can expect to:

- Know how to build a better place to work
- Understand how to create a workplace built upon respect and common values
- Apply successful interpersonal skills to improve employee relationships

Participants will be enabled to overcome adversity by providing tips, tools, and techniques to promote an inclusive environment that welcomes ALL people regardless of their background or unique qualities.

The next step... After attending a workshop, it is important for supervisors and the staff members that attended the workshop to discuss the information presented in the course. For example:

- What was something new that you learned?
- Which other staff member(s) could benefit from attending the workshop?
- What ideas can be incorporated into the workplace?
- How will you utilize what you learned?

UPCOMING SEMINARS

- Dimensions of Behavior** (GI 312) – Aug 10
Discover your DiSC Classic profile to gain insight on behaviors to improve performance, communication, and reduce conflict
- Discipline, Grievances, and Contracts** (NC 901) – Aug 23
Required course in the Applied Management Series Certificate Program
- The Effective Facilitator** (GI 202) – Aug 29
Be the facilitator that brings out the best in individual players and orchestrates successful group efforts
- Thriving on Change** (GI 163) – Aug 30
Make change work for you and the organization
- Grant Seeking** (GI 200) – September 1
Learn effective ways to find grant money

CLE CREDITS

- The following courses within the Foundations of Government Certificate have been accredited for continuing legal education (CLE) activity!
- Statutory Construction & Legal Drafting** (Aug 9)
 - Rulemaking Process** (Aug 11)
 - Ethics for the Rulemaker** (Aug 15)
 - Electronic Code Research** (Aug 29)
 - Contested Cases** (Sept 12)
 - Rule Writing Style** (Sept 14)
- [See all CLE approved courses](#)

COMPUTER SKILLS

The schedule of computer courses can be found on the PDS website by clicking on *Computer Training*.